

**BY ORDER OF THE COMMANDER
62D AIRLIFT WING**



**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 5**

**62 AIRLIFT WING
Supplement 1**

29 JANUARY 2004

Supply

**BATCH MODE PROCESSING PROCEDURES: -
DAILY, MONTHLY, QUARTERLY,
SEMIANNUAL, AND ANNUAL REPORTS AND
LISTINGS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 62 LRS/LGRSP (MSgt Russell)
Supersedes AFMAN23-110, V2,PT2,CH5,
62AWSUP1, 19 November 1999

Certified by: 62 MSG/CC (Col Crownover)
Pages: 3
Distribution: F

AFMAN 23-110, Vol II, Part Two, Chapter 5, is supplemented as follows:

SUMMARY OF REVISIONS

Changed paragraph numbers to correspond with numbering in current supplement. Added **5.3.2.**, added **5.3.2.4.** review of the AF Form 2011, added **5.3.3.2.3.** Systems Management Review of AF Form 2011, added **5.3.3.2.3.3.** filing of the AF Form 2011, **5.4.5.** all listings are on AMC's Website. Changes office symbols to correspond with Logistics Readiness Squadron office symbols. This supplement applies to all units attached to McChord AFB, including Air National Guard or Air Force Reserve units. **A bar (|) indicates a revision from the previous edition.**

| 5.3.2. Air Mobility Command's Regional Supply Squadron (AMCRSS) is responsible for scheduling reports and listings as outlined in part 4, chapter 2, section 2E.

5.3.2.1.3. The Systems Management Section will review the AF Form 2011, *Base Supply ADPE Work Request* and ensure the requirement does not duplicate an existing program.

5.3.2.4. The Systems Management Section will review the AF Form 2011 and ensure the requirement does not duplicate an existing program.

5.3.3.2.3. The Systems Management Section will review the AF Form 2011 and ensure the requirement does not duplicate an existing program.

| 5.3.3.2.3.3. The Logistics Readiness Squadron Commander has directed a central file of recurring AF Forms 2011, Base Supply ADPE Work Request. The central file is maintained at AMCRSS. Prior to submission to AMCRSS, the Systems Management Section will review all AF Form 2011.

5.4.5. All report listings are available electronically on AMC's Web site. Mandatory Daily/Monthly reports are also available on McChord AFB Local Area Network (LAN). To have access to requested reports and listings follow local procedures governing the LAN.

Attachment 5F-4 (Added)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AMCRSS—Air Mobility Command Regional Supply Squadron

LAN—Local Area Network

ROBERT R. ALLARDICE, Colonel, USAF
Commander